

# How to file an I-130 Immediate Relative Petition at the U.S. Embassy in Tokyo

## HOURS OF OPERATION

- I-130s petition applications can be submitted on a walk-in basis on **Monday mornings between 8:30 and 12:00**, excluding American and Japanese holidays. This information will help you understand our walk-in petition day acceptance procedures.
- We will also accept I-130s on the following **Fridays** in 2003:  
January 10, January 17, February 14, May 2, May 23, July 18, September 12, October 10, October 31, November 21

## HOW TO FILE

1

Once you enter the Consular Section, take a number and wait for your turn.



2

You will be called by number and be asked to give us your I-130 and its supporting documents.



3

You will be called by number again and we will review your documents in your presence. You will then pay the filing fee of \$130. If your petition is clearly approvable, we will give you the instructions for the next step.



4

If you are missing needed documents or are required to present additional documents, we will explain what to do next. For cases which are not clearly approvable, we will need to forward the I-130 petition and all supporting documents to the U.S. BCIS in Seoul, Korea for their adjudication.

**Please have your documents in the following order.**  
(Please submit all documents in the original, plus one copy, except the U.S. passport)

- ☐ I-130
- ☐ I-130(N), if you have been legally married for less than 2 years.
- ☐ Statement of initial circumstances of how you met and ongoing relationship, if you are legally married for less than 6 months. (Also, please submit evidence of your relationship: e.g. pictures, letters, emails, phone bills, etc.)
- ☐ Proof of U.S. citizenship (Birth Certificate or Naturalization Certificate)
- ☐ Copy of U.S. passport/Military ID card for petitioner
- ☐ Marriage Certificate
- ☐ Divorce Decree/Death Certificate
- ☐ Birth Certificate for beneficiary
- ☐ Copy of beneficiary's passport and/or Military ID, if available
- ☐ Birth Certificate/U.S. Birth Certificate/Consular Report of Birth for beneficiary's children
- ☐ G-325 for petitioner
- ☐ DS-230 Part I
- ☐ One separate passport photo of petitioner and each beneficiary

\*All foreign language documents must have English translations.